



POLICE DEPARTMENT

PAUL J. OLIVA
Chief of Police

To whom it may concern:

All applications for security clearance requests for employment, letters of good conduct, or freedom of information records from the Town of Mt Pleasant Police Department will only be considered when such requests are made in writing by the applicant or their documented designee. All applications must be accompanied by valid proof of identification.

Additionally, applicants desiring such records shall complete and file the Information & Waiver Form (I&W #1). The research and preparation fee for such service is \$10.00 for paper documents and \$15.00 for copies on digital media.

Paul J. Oliva
Chief of Police

ONE TOWN HALL PLAZA

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- Recycled Paper -

RECORDS REQUEST APPLICATION

(Check Appropriate Selection)

☐ Letter of Good Conduct

☐ Security Clearance Requests

☐ Freedom of Information

Applicant Name _____

Address _____

Phone Number _____

INFORMATION & WAIVER

****Section 1 -- For Letter of Good Conduct and Security Clearance Requests**

The records request is made for the purpose of _____ and I authorize the Town of Mount Pleasant Police Department to review and release to me, or my designee, all records pertinent to this request.

Date of Birth _____ Lived at that Address from _____ to _____

****Section 2 -- For Freedom of Information**

List any dates, location, persons, or incidents regarding the information you are requesting.

Signed _____

Print _____

DESK OFFICER MUST COPY AND ATTACH APPLICANT'S VALID PROOF OF IDENTIFICATION

FOR AGENCY USE ONLY

Approved _____

Denied (for reason indicated below)

_____ CONFIDENTIAL DISCLOSURE – PART OF INVESTIGATORY FILES

_____ UNWANTED INVASION OF PERSONAL PRIVACY

_____ RECORD UNAVAILABLE

_____ RECORD NOT MAINTAINED BY THIS AGENCY

_____ EXEMPTED BY STATUTE OTHER THAN FREEDOM OF INFORMATION ACT

_____ OTHER (SPECIFY)

SIGNATURE

TITLE

DATE